Agreement no. 24/2013 of the Governing Council approving the Doctoral School Regulations

- The proposal received a favourable report from the Statute Development Committee on 19 February 2013.
- Document approved by the Governing Council meeting held on 15 March 2013.
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Preamble

The establishment of the Doctoral School of the Universitat Politècnica de Catalunya (UPC) was approved by the Governing Council on 9 February 2012 (Document CG 32/2012).

These regulations take into consideration the report on the creation of the UPC's Doctoral School and Royal Decree 99/201, which regulates official doctoral studies in Spain. Their aim is to regulate the organisation and operation of the UPC's Doctoral School. Once they are approved by the Governing Council and the Doctoral School Board is constituted, the latter must present a set of internal regulations which, in accordance with Article 9.7 of Royal Decree 99/2011, establish the rights and duties of doctoral students, tutors and thesis supervisors, and the composition and functions of the academic committees for the doctoral programmes.

PART I. Organisation and governing bodies

Chapter 1. Nature, organisation and functions

Article 1. Object

The object of these regulations is to regulate the organisation and operation of the Universitat Politècnica de Catalunya's Doctoral School.

Article 2. Nature and organisation

In accordance with Article 34 of the UPC Statutes, the UPC's Doctoral School is the academic unit that is responsible for organising, coordinating and supervising the teaching that leads to the awarding of a doctoral degree at the UPC.

It is also in charge of the corresponding administrative and management processes, for which its staff receives the support of other units, and fulfils the functions attributed to it in the University's Statutes.

The Doctoral School organises its activity by grouping doctoral programmes into the areas of knowledge established by the Governing Council and specified in the first temporary provision of these regulations. This grouping into areas of knowledge gives the Doctoral School Board a structure, while allowing aspects such as academic policy, corporate image, activities, performance assessment and general academic and administrative issues to be worked on together.

Article 3. Functions

The functions of the Doctoral School are detailed in Article 35 of the UPC Statutes.

It also fulfils the functions assigned to it in the current legislation and the University's Statutes and regulations and those assigned to it by the Governing Council.

The Doctoral School provides technical support and advice on regulations to academic units and administrative and service units in which the management of doctoral studies is decentralised in full or in part.
Chapter 2. Governing and representative bodies

Section 1. General provisions

Article 4. Governing and representative bodies

The Doctoral School's collegial bodies and university officers are the following:

1. Collegial bodies
   a) The Board
   b) The Standing Committee
   c) The academic committees

2. University officers
   a) The director
   b) The assistant directors
   c) The secretary
   d) The coordinators of doctoral programmes that are part of the University's academic course catalogue.

Article 5. University officers' commitment and conflicts of interest

No person can hold the post of director, assistant director or secretary of the Doctoral School and any of the following: rector, vice-rector, general secretary, general manager, dean, director, vice-dean, assistant director or secretary of the academic units.

Section 2. The Board

Article 6. Nature

The Doctoral School Board, which is chaired by its director, is the Doctoral School's governing body. It fulfils organisation and management functions. The Board ensures that the Doctoral School adequately fulfils all of the functions attributed to it in the current legislation, the UPC Statutes and these regulations.

The Board acts as a management committee in accordance with the provisions of Article 9.6 of Royal Decree 99/2011, of 28 January, which regulates official doctoral studies.

Article 7. Composition

The Board has the following members:

   Ex officio members

a) The director, who acts as chairperson.

b) The assistant directors.

c) The secretary, who is the secretary of the Board.
d) The Doctoral School's administrative and management officer or the person who fulfills this role.

e) The coordinators of the doctoral programmes taught at the UPC.

Elected members

Representatives of collaborating bodies, who are recognised as such by the University and who participate in UPC doctoral programmes, and who must not represent more than 15% of the Board's members. The rector, upon the proposal of the director of the Doctoral School or the Board, shall determine the bodies that may contribute representatives; once these bodies have been determined, they shall appoint their representatives.

a) One representative of the administrative and service staff employed at the Doctoral School.

b) One coordinator (doctoral student) from each of the Doctoral School's areas of knowledge.

Article 8. Functions of the Board

Under the University's Statutes, the functions of the Board are the following:

• To approve the Doctoral School's strategic plan, within the framework of the University's strategic planning.

• To sanction the Doctoral School's management report, which is presented by the Doctoral School's director.

• To promote actions to foster the Doctoral School's leadership and its strategic plan.

• To propose the approval of the Regulations on the Organisation and Operation of the Doctoral School and any amendments thereof to the Governing Council.

• To propose the approval of internal regulations on the rights and obligations of doctoral students, tutors and thesis supervisors and the composition and functions of the doctoral programmes' academic committees to the Governing Council.

• To propose the academic regulations for doctoral studies and any amendments thereof to the Governing Council.

• To approve the document outlining the design and implementation of the quality assurance system for doctoral programmes and monitor its progress.

• To propose the approval of the creation, modification and withdrawal of doctoral programmes to the Governing Council.

• To propose the regulations on the special doctoral awards to the Governing Council and rule on the corresponding calls.

• To regulate the academic committees of the doctoral programmes in accordance with the proposals of the school's directors and within the framework of the University's regulations.

• To propose the approval of the creation, modification and withdrawal of the Doctoral School's areas of knowledge to the Governing Council.

• To present the proposal for a code of good practice (doctoral charter) or any amendments thereof to the Governing Council for its approval.

• To approve the proposal for the annual operating budget and the list of human and material resources needed for it to fulfill its functions for its submission to the Governing Council.

• To propose initiatives and aspirations and express their opinion on issues that affect the Doctoral School and its environment.

They also fulfill the functions assigned to it in the current legislation and the University's Statutes and regulations and those assigned to it by the Governing Council.

Article 9. Delegation of functions

9.1. The Board may delegate functions to the Standing Committee.
9.2. The following powers must not be delegated:

- The approval of the Doctoral School's strategic plan, within the framework of the University's strategic planning.
- The proposal for the Governing Council's approval of the Regulations on the Organisation and Operation of the Doctoral School and any amendments thereof.
- The submission of the proposal for the creation or amendment of the Internal Regulations to the Governing Council for its approval.
- The approval of the Doctoral School's management report presented by the Doctoral School's director.
- The delegation and revocation of functions.

**Article 10. Renewal of the Board**

The administrative and service staff representative on the Board is renewed every four years.

The term of office of other members of the Board is linked to how long they have held the post by virtue of which they have been admitted to the Board.

**Section 3. The Standing Committee**

**Article 11. Nature**

The Standing Committee is the Board's executive and permanent representation body. It is chaired by the director of the Doctoral School.

**Article 12. Term of Office**

The Standing Committee's term of office is established by the Doctoral School Board.

The elected members of the Standing Committee are renewed when they leave the post that they occupy and by virtue of which they are members of the Standing Committee, and every time the elected members of the Board are renewed.

**Article 13. Composition**

The Standing Committee is composed of the following:

**Ex officio members**

- The director of the Doctoral School.
- The assistant director of the Doctoral School.
- The secretary of the Doctoral School.
- The Doctoral School's administrative and management officer or the person who fulfils this role.
- The administrative and service staff member who is a member of the Board.

Elected members who have been elected by members of each group in the Board from among these same members

- Two doctoral programme coordinators in each of the Doctoral School's areas of knowledge.
- Two representatives of the collaborating bodies that participate in the Doctoral School's doctoral programmes.
- One representative of the doctoral students.

**Article 14. Functions**

The functions of the Standing Committee are the following:

- To ensure that these regulations and the Board's agreements are complied with.
To regulate the use of the Doctoral School's name and its corporate identity, within the framework of the University's regulations.

To set up the consultation committees that they deem necessary.

To draft the Doctoral School's strategic plan, within the framework of the University's strategic planning.

To design and implement the quality assurance system for monitoring activities and the results of the doctoral programmes.

To approve the settlement and distribution of the budget allocated to the Doctoral School every year.

To authorise the economic items needed to cover infrastructure and maintenance costs that are not allocated in the annual operating budget.

To ensure that the Doctoral School's operations are fluid, in accordance with prevailing regulations.

To set doctoral students' cross-disciplinary training activities and also regulate activities that may be of interest in their research training.

To facilitate the recruitment of doctoral degree holders by companies and promote the internationalisation of the doctoral programmes.

To assess the effectiveness of policies on predoctoral grants and financial aid and, if necessary, make proposals to improve them.

To propose the composition of the examination committees for doctoral theses to the rector for his or her approval, subsequent to the report of the academic committee of the doctoral programme in question.

To count the votes for the Cum Laude distinction or delegate this task to another body.

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To propose the composition of the examination committees for doctoral theses to the rector for his or her approval, subsequent to the report of the academic committee of the doctoral programme in question.

To count the votes for the Cum Laude distinction or delegate this task to another body.

To promote actions that enable the Doctoral School to be managed and to execute its strategic plan.

To propose the appointment of an honorary doctoral degree holder to the Governing Council.

To propose initiatives and aspirations and express their opinion on issues that affect the Doctoral School and its environment.

To propose collaborating bodies that may participate in the Doctoral School's activities to the Board.

To participate in the recruitment, training, assessment and promotion of the Doctoral School's administrative and service staff, under the terms established in the Statutes.

To propose items to be included in the agenda for the Board’s meetings.

Section 4. The academic committees

Article 15. The academic committees

The Doctoral School's Internal Regulations define the composition and functions of the academic committees of the doctoral programmes.
Section 5. The doctoral programme coordinators

Article 16. The doctoral programme coordinators

The Doctoral School's Internal Regulations govern the procedures for the appointment of doctoral programme coordinators.

Section 6. The director

Article 17. Nature

In accordance with Article 9.1 of the UPC Statutes, the director represents the Doctoral School and performs ordinary management functions.

Article 18. Functions

The functions of the director are the following:

- To represent, direct, coordinate and supervise the activities of the Doctoral School and its administrative services.
- To ensure compliance with the mission, objectives, strategic plan and functions of the Doctoral School.
- To draw up the Doctoral School's strategic plan with the assistant director, the secretary and the head of administration and submit it to the Board for approval.
- To appoint and dismiss the assistant directors and the secretary.
- To convene and chair the Board's and the Standing Committee's meetings.
- To execute and enforce compliance with the agreements of the Board and the Standing Committee.
- To ensure that the Doctoral School's staff comply with the code of good practice and to take the necessary measures to solve any problems that might arise.
- To encourage the dissemination of accounts of good practices in the doctoral field.
- To manage the provision of the infrastructure needed by the Doctoral School and ensure that the School has the necessary resources.
- To authorise expenses and order the payments he or she is responsible for, in keeping with the limits established by the Governing Council.
- To draw up the Doctoral School's annual management report and submit it to the Board for approval.
- To inform the Board of the proposals for appointment of the doctoral programme coordinators.
- To promote collaborative work among doctoral programme coordinators and training and continuous improvement activities that address thesis supervisors' and co-supervisors' supervising and tutoring functions.
- To promote the Doctoral School's strategic plan.
- To propose guidelines for the rules governing the academic committees of the doctoral programmes to the Board.
- To perform all of the Doctoral School's functions that are not expressly attributed to other governing bodies of the Doctoral School in the Statutes of the Universitat Politècnica de Catalunya or in the regulations that develop these statutes.
- To propose to the rector that the collaboration agreements referred to in Article 164 of the University's Statutes are signed with public and private bodies.
- All of the functions attributed to it in prevailing regulations, the Statutes, other UPC regulations and these regulations.
Article 19. Delegation of functions
The Doctoral School's director may delegate his or her functions to other university officers in the Doctoral School.

The Doctoral School's director may not delegate the following functions:

- Representing the Doctoral School.
- Appointing and dismissing the assistant directors and the secretary.
- Convening and chairing the Board's and the Standing Committee's meetings.
- Authorising expenses and ordering the payments he or she is responsible for, in keeping with the limits established by the Governing Council.

Article 20. Election
20.1. The director is elected by the Doctoral School Board, upon the proposal of the rector, from among teaching and research staff with PhDs who are employed by the University on open-ended contracts and who have outstanding research backgrounds, in accordance with prevailing regulations.

20.2. The election of the Doctoral School's director is a collegial body agreement. The vote is governed by the provisions of the basic legislation regulating the collegial bodies, these regulations on organisation and operation and, additionally, articles 98.2 and 98.3 of the UPC's regulations on elections.

20.3. To elect a director requires a participation quorum of half of the board members plus one member and the candidate must obtain at least half plus one votes in favour of the valid votes cast.

20.4. The voting slip must contain the name of the candidate and the option of a blank vote.

Article 21. Appointment and term of office
1. The director shall be appointed by the University's rector.

2. The director's term of office is four years. He or she must not, under any circumstances, be elected for the post for more than two consecutive terms.

Article 22. Unfilled post
In the event of a vacancy resulting from the director resigning or any of the events foreseen in the prevailing legislation, the rector must propose a candidate within one month. Once a candidate has been proposed, the assistant director who takes on the director's functions must call elections for the post.

Article 23. Dismissal
The rector may dismiss the director upon the proposal of the Doctoral School Board.

The proposal to dismiss the director must be endorsed by at least one third of the Board's members and a vote cast on the motion between ten and thirty days after the proposal is submitted. The dismissal must be approved by at least two thirds of the Board's members.

If the Doctoral School does not approve the proposal for dismissal, the people who have signed it may propose no more dismissals during the following year.

Section 7. The assistant directors

Article 24. Appointment and dismissal
The director, having heard the Standing Committee, appoints and dismisses the assistant directors and assigns functions to them, without prejudice to the functions that these regulations assign to them.

The assistant directors shall be dismissed when the new director takes office.
Article 25. Functions
25.1 The functions of the assistant directors are the following:
- To assist the director in his or her functions.
- To perform the functions that the director delegates to him or her.
- To perform any other function assigned to him or her in the Statutes.
25.2 In the case of absence, illness, the vacancy of the post or the dismissal of the director, the delegate assistant director shall function as acting director. If no one has been named as a delegate, the assistant director who has held the post for longest shall take on these functions.

Section 8. The secretary
Article 26. Appointment and dismissal
The director, having heard the Standing Committee, appoints and dismisses the secretary.
The secretary is also the secretary of the Board and the Standing Committee.
The secretary shall be dismissed when the new director takes office.
The secretary shall continue to act as secretary until the new secretary takes office.
Article 27. Functions
The secretary fulfils the following functions:
- To call the meetings of the collegial bodies on the order of the chairperson.
- To organise collegial body elections at the Doctoral School.
- To vouch for the agreements and resolutions of the Doctoral School's governing bodies.
- To write and keep custody of the minutes and, if necessary, the recordings of corresponding collegial body meetings.
- To guarantee the dissemination and advertisement of the agreements, resolutions, regulations and other general rules on institutional functioning among members of the Doctoral School community.
- To issue certificates, reports, rulings and approved agreements.
- To draw up the Doctoral School's annual report.
- To fulfil other functions inherent to the post entrusted to him or her by the Board, the director or the University's regulations.

Chapter 3. Operation system of the collegial bodies
Article 28. Meetings of the collegial bodies
28.1. The Board must hold an ordinary meeting at least twice a year. The Standing Committee must hold an ordinary meeting at least once every three months.
28.2. It is the responsibility of the chairperson of the collegial body to call ordinary meetings at least seven days in advance via the electronic media allowed by the University, stating the place, date, time and agenda of the meeting.
The call must specify where the documents comprising the agenda can be accessed or downloaded, at least seven days before the date of the meeting. In exceptional cases, documents that cannot be made available seven days in advance must, in any event, be made available to the members of the collegial body one working day before the meeting.
A collegial body may also hold an extraordinary meeting to deal with urgent matters that warrant it; in this
case, the initiative corresponds to the chairperson or a quarter of its members.

28.3. In order for meetings of collegial bodies to be validly constituted, the chairperson and secretary must be present or, if applicable, their substitutes, and at least half of the members of the collegial body in question.

If the quorum is not met, the collegial body must be constituted in a second meeting convened half an hour later than the time of the first, which at least one third of the members must attend.

28.4. The meetings of a school's collegial body may be recorded, with the sole object of aiding the writing of the minutes. This notwithstanding, all or part of a meeting may cease to be recorded, or the recording may be interrupted, when specific issues are dealt with, if this is previously agreed by a simple majority of those present. Any member of the body may request that the recording be interrupted when he or she speaks.

**Article 29. Agreements of the collegial bodies**

Agreements are adopted when the number of votes in favour is greater than the number of votes against, except in the case of agreements that require an absolute or qualified majority and that are defined explicitly in these regulations.

The ballot must be secret whenever the agreement affects people or when the body's chairperson or a fifth of those present requests it.

**Article 30. Minutes and publication of the agreements**

All agreements adopted shall come into force immediately and must be recorded in the meeting minutes, which must be approved at the following meeting of the collegial body and signed by the secretary, with the approval of the chairperson of the body.

The minutes must include the following:

- The meeting's agenda and its date, time and place.
- The list of attendees, excused members and absent members.
- The main points of the deliberations and the content of the agreements adopted.
- The actions that, according to these regulations, must be given in the minutes.
- The meaning of the votes cast and, if a member requests it, a succinct explanation of his or her intervention.
- The proposals voted on and the results obtained.
- Anything that is explicitly requested to be included in the minutes.

Collegial body agreements must be published in accordance with prevailing regulations via the Doctoral School's usual communication channels. A published agreement must always respect the privacy of personal details, as foreseen in Organic Law 15/2009, of 13 December, on personal data protection and other applicable regulations.

**PART II. Amendment of the Doctoral School Regulations**

**Article 31. Initiative**

These regulations may be modified on the initiative of the Doctoral School's director or by a petition of a minimum of 25 percent of the members of the Doctoral School Board.

The proposal for amendment of these regulations must be in writing and it must include a statement of the justification and the amended text that is proposed.

**Article 32. Approval**

The approval of the proposed amendment of the regulations requires a participation quorum of half of the board members plus one member and at least half plus one votes in favour of the valid votes cast.

Once the proposal is approved, the record is sent to the Governing Council for approval, if applicable.
Temporary provisions

One. Doctoral programmes
When these regulations enter into force, the UPC's Doctoral School divides its doctoral programmes into five areas of knowledge: Architecture, Building Construction and Urbanism; Sciences; Civil Engineering; ICT Engineering and Industrial Engineering.

Two. Internal Regulations
Within six months from its constitution, the Doctoral School Board must submit the Doctoral School's Internal Regulations to the Governing Council for approval.

Final provisions

First final provision. Electoral system
The agreements of the collegial bodies of the UPC's Doctoral School that, by virtue of the regulations applicable to them, have as their object the election of University officers or collegial bodies are deemed to be agreements and not electoral processes. The vote is governed by the provisions of the basic legislation regulating the collegial bodies, these regulations on the organisation and operation of the UPC's Doctoral School and, additionally, the UPC's regulations on elections.

Second final provision. Entry into force
These regulations shall enter into force the day after the date on which they are approved by the Governing Council.